

## 244.0 ND Forest Service

IT Plan Version: B 2

### Goals and Objectives

<b>Goal: 1</b>	The agency will have modern, intergrated information technology (IT) tools that are well supported.		
	<b>Objectives</b>	<b>Timeframe</b>	<b>Accomplishments/Status</b>
1	Adopt office information tools that are standardized, integrated and well supported (including training and documentation).	Ongoing	Agency has technology standards which are updated regularly. Training is ongoing.
2	Define and implement a structured training plan for the agency that covers both new-hire and continuing in-service information technology and business training.	97-99	Training plans are included in yearly responsibility reviews for each employee. Orientation manuals are provided to new-hires. TQ Council reviews and addresses training needs.
3	Analyze business processes. Implement changes and adopt appropriate technologies to improve efficiency and customer service.	Ongoing	Customer surveys have been completed for several program areas. Program reviews have been completed for all program areas. Both provide a means to improve customer service.
4	Investigate the cost of owning and operating a NDFS server for our homepage.	99-01	NDSU currently maintains our homepage. The agency would like to enhance and expand our homepage.
5	Develop GIS capabilities.	99-01	Computers and software were purchased in 1998. GIS training started in 1999.
6	Replacement of 6 computers each fiscal year and peripherals every 8 years	Ongoing	Replacement schedule has been met.
7	Update software every 4 years	Ongoing	Software has been standardized and is scheduled for replacement in 01-03.
<b>Goal: 2</b>	The agency will have well-documented information technology (IT) procedures and programs.		
	<b>Objectives</b>	<b>Timeframe</b>	<b>Accomplishments/Status</b>
1	Develop well-documented procedures and programs that are consistently applied.	97-99	Agency has technology plan in place.
2	Implement a formalized policy review process and regularly review and update procedures.	97-99	Agency has a technology review team that updates policies yearly.
<b>Goal: 3</b>	The agency will have access to information on the Internet, HECN and GIS.		
	<b>Objectives</b>	<b>Timeframe</b>	<b>Accomplishments/Status</b>
1	Explore the use of the World Wide Wide for dissemination of agency information.	97-99	All offices have Internet capabilities.
2	Promote Internet and HECN connectivity for all field offices.	97-99	All offices have Internet capability and two offices have HECN capability.
3	Promote technology training and electronic sharing of information.	Ongoing	75% of staff are computer proficient. Training is ongoing.
4	Develop GIS capabilities and secure training.	99-01	Training is ongoing.

North Dakota Statewide Information Technology Plan 2000 - Agency Plan Summaries

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Activity	Priority	Activity Type	Start Date	End Date	99-01	01-03	03-05
1 IT Tools & Training	1	Maintenance/Base	Ongoing				
Computer and software replacement and training					IT PLAN ESTIMATED COST	\$15,000	\$15,000
					BASE BUDGET REQUEST	\$12,400	
					OPTIONAL BUDGET REQUEST	\$0	
					BUDGET NONAPPROPRIATED	\$0	
Total Agency					IT PLAN ESTIMATED COST	\$15,000	\$15,000
					BASE BUDGET REQUEST	\$12,400	
					OPTIONAL BUDGET REQUEST	\$0	
					BUDGET NONAPPROPRIATED	\$0	